

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
September 28, 1999**

The Membership and Outreach Committee met by teleconference on September 28, 1999 at 2:00pm Eastern Standard Time (EST). The meeting was led by its chair, Dr. Irene Ronning of the Oregon Health Division/Public Health Laboratories. A list of action items is given in Attachment A. *The purpose of this meeting was to address issues from the NELAC V meeting, ongoing projects, and new issues regarding communication of NELAC information to interested parties.*

SUMMARY

New M&O Member Introduction

The following new members were introduced to the members of the committee:

<u>Voting Members:</u>	Margaret Prevost, New York State Department of Health Al Tupy, Minnesota Department of Health
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<u>Contributors</u>	David McClure, OMNI Environmental Services, Inc Helen MacMinn, Philip Analytical Services
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Minutes of June 29, 1999 (On NELAC Website!)

The minutes from the NELAC V meeting were approved by the committee members

Action Items & On-Going Projects

- 1) Presentation Materials (includes information on small labs)** - There was no activity on this item since the last meeting.
- 2) NELAC Info & PT Providers** - 2 Providers have agreed to forward NELAC informational materials with their product literature
- 3) New FAQs** – Question: Do we need an 'M&O' FAQ – Expecting more questions as labs find out about NELAP
- 4) Updating Factsheets, Webpage, Nomination forms** – Assignments to review current materials:

FactSheets (on Web Page) – D. Zahniser
Web Page – Al Tupy
Nomination Forms – Dr. Ronning

- 5) **Request from ELAB for help with small lab issues.** - Dr. Ronning has responded to ELAB

NEW BUSINESS

- 1) **Tribal Nations Proposal** - Tribal laboratories/Commercial labs on tribal lands. The committee discussed the proposal paper regarding the Tribal Nations, including observations that the proposals as written were not very well aligned with NELAC's Constitution and By-Laws, especially with regard to statements that laboratories would have voting representation. Question: Do Native American tribes want to have accrediting authority status or would they like laboratories to be accredited? Dr. Ronning to make comments and pass along to the Board of Directors.
- 2) **Effect of NAFTA on NELAC** - Mr. McClure's proposal for including Canada in the NELAC process (in light of NAFTA) was discussed. One concern is whether there is an obligation to grant accreditation to non-US laboratories that are participating in a non-US environmental laboratory accreditation program. Marge Prevost noted that Canadian laboratories already participate in New York's program; NELAP should be open to non-US labs through the state accreditation programs. Dave McClure to write proposal for board
- 3) **Web Updates** – A proposal was made to forward updates to Mike Ciolek & Jeannie Mourrain simultaneously so that Mike can prepare materials prior to approval, and cut down on time lag for posting to web page.
- 4) **Should M&O host a mail list service on the Web?** (David McClure) The ISO Guide 25 discussion listserv - <http://www.fasor.com/~iso25/listserv.html> was cited as a related example. The home page for this listserv also contains a link to archives of past months' discussions. Mike Ciolek noted that EPA List services require payment of a fee (Mike Ciolek to investigate)
- 5) **E-mail notification of updates on Website?** (Don Zahniser) – Some web sites allow you to obtain notification of updates to the web site. Mike Ciolek to investigate
- 6) **Webcasting** (proposed to Dr. Ronning by C.E. Tatsch-RTI) - Dr. Ronning to follow up to find out more detail of what is being recommended, and for what uses.

INTERIM MEETING

Dr. Ronning will be unable to attend – need State member of committee to be acting chair.

NEXT TELECONFERENCE MEETING

Agenda for Interim meeting.

OPEN DISCUSSION

Labs that are licensed by the State of Rhode Island have received a letter describing a change in oversight for the Rhode Island program – D. Zahniser to re-forward letter of notification. Note: Deborah Dehmel has been the designated Representative for Rhode Island – Oversight of the R.I. program is moving out of her immediate organization.)

Air/Waste Management Association (Dave McClure) – This is an organization that may be able to help disseminate NELAC information.

Attachment A

**ACTION ITEMS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
SEPTEMBER 28, 1999**

Item No	Action Item	Date to be Completed
1	Review Fact Sheets on Web Site (Zahniser)	Next Teleconference
2	Review Web Page for outdated material (Tupy)	Next Teleconference
3	Nomination Forms (Ronning)	Next Teleconference
4	Tribal Nations – Comments to Board (Ronning)	Next Teleconference
5	NAFTA-NELAC Issues (McClure)	Interim Meeting
6	Listserv costs and Web update notification (Ciolek)	Next Teleconference
7	Webcasting proposal (Ronning)	Interim Meeting
8	Rhode Island program change letter (Zahniser)	Next Teleconference